

# Chaplains

## 334.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Easton Police Department chaplain to provide counseling or emotional support to members of the Department, their families and members of the public.

## 334.2 POLICY

The Easton Police Department shall ensure the department chaplain is properly appointed, trained and supervised to carry out his/her responsibilities without financial compensation.

## 334.3 ELIGIBILITY

Requirements for participation as a chaplain for the Department may include, but are not limited to:

- (a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, be free from addiction to alcohol or other drugs
- (b) Managing their households, families and personal affairs well.
- (c) Having a good reputation in the community.
- (d) Successful completion of an appropriate level background investigation.

The Chief of Police may apply exceptions for eligibility based on organizational needs and the qualifications of the individual.

## 334.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Easton Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

Successful completion of an appropriate level background investigation.

### 334.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity and non-discriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public.

### 334.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- (a) Interview with the Chief of Police and the chaplain coordinator.
- (b) Successfully complete an appropriate-level background investigation.

Chaplains are volunteers and serve at the discretion of the Chief of Police. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a

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liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

#### **334.5 IDENTIFICATION AND UNIFORMS**

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Clothing and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by officers through the inclusion of "Chaplain" on the clothing.

Chaplains will be issued Easton Police Department identification cards which must be carried at all times while on-duty. The identification cards will be the standard Easton Police Department identification cards with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued clothing or department property at the termination of service.

#### **334.6 CHAPLAIN COORDINATOR**

The Chief of Police shall delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Chief of Police or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Chief of Police. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Chief of Police or the authorized designee, chaplains shall report to the chaplain coordinator and/or Shift Supervisor.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- (a) Recruiting, selecting and training qualified chaplains.
- (b) Maintaining records for each chaplain.
- (c) Tracking and evaluating the contribution of chaplains.
- (d) Completing and disseminating, as appropriate, all necessary paperwork and information.

#### **334.7 DUTIES AND RESPONSIBILITIES**

Chaplains assist the Department, its members and the community, as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as a chaplain with this department unless the receiving person has solicited spiritual guidance or teaching. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

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Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Easton Police Department.

#### 334.7.1 COMPLIANCE

Chaplains are volunteer members of the Department, and except as otherwise specified within this policy, are required to comply with other applicable policies.

#### 334.7.2 OPERATIONAL GUIDELINES

- (a) Chaplains will not work an established schedule but will serve on an on-call as needed basis.
- (b) Chaplains may be permitted to ride with officers during any shift and observe Easton Police Department operations, provided the Shift Supervisor or Patrol Commander has been notified and has approved the activity.
- (c) Chaplains shall not be evaluators of members of the Department.
- (d) In responding to incidents, a chaplain shall never function as an officer.
- (e) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.
- (f) Chaplains shall serve only within the jurisdiction of the Easton Police Department unless otherwise authorized by the Chief of Police or the authorized designee.
- (g) Each chaplain shall have access to current department member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential and each chaplain will exercise appropriate security measures to prevent distribution of the data.

#### 334.7.3 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating, when requested, in funerals of active or retired members.
- (d) Serving as a resource for members when dealing with the public in incidents, such as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse and other such situations that may arise.
- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

#### 334.7.4 ASSISTING THE DEPARTMENT

The responsibilities of a chaplain related to the Department include, but are not limited to:

- (a) Assisting members in the diffusion of a conflict or incident, when requested.

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- (b) Assisting, if possible, during major demonstrations or any public function that requires the presence of a large number of department members.
- (c) Attending department ceremonies and social events and offering invocations and benedictions, as requested.

#### **334.7.5 ASSISTING THE COMMUNITY**

The duties of a chaplain related to the community include, but are not limited to:

- (a) Familiarity with the role of law enforcement in the community.
- (b) Providing an additional link between the community, other chaplain coordinators and the Department.
- (c) Providing liaison with various civic, business and religious organizations.
- (d) Promptly facilitating requests for representatives or leaders of various denominations.
- (e) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

#### **334.8 PRIVILEGED COMMUNICATIONS**

No person who provides chaplain services to members of the Department may work or volunteer for the Easton Police Department in any capacity other than that of chaplain.

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to the privileged communications. In such cases, the chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Easton Police Department member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.